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Safety

**THE US AIR FORCE MISHAP PREVENTION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/SEG
(Mr. Gary R. Brisbane)

Certified by: HQ AFRC/SE
(Col George C. Rhymes)
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This supplement clarifies and aligns the Air Force Reserve Command (AFRC) safety program requirements with the intent of AFI 91-202, 1 August 1998. AFRC environment includes host installations, tenant units on active Air Force and Air National Guard (ANG) installations (some with different unit-equipped (UE) aircraft from the host), associate organizations, and combinations of the above. The requirements for each vary substantially. Some AFRC tenant units collocated on the same base with other AFRC units are gained by different Major Commands (MAJCOMs). AFRC associate unit safety personnel will comply with their gaining MAJCOM safety supplements. All unit safety staffs should be familiar with their gaining MAJCOM supplements to ensure AFRC safety personnel are qualified to support their gaining MAJCOM's needs, if required.

1.1. Before assuming host base safety responsibilities outlined in AFI 65-601 Vol 1, *Budget Guidance Procedures*, process a waiver according to AFI 25-201, *Support Agreements Procedures*.

1.4.2.3. Unit safety staffs assist commanders in facilitating their operational risk management programs.

1.6.8.6. (Added) Numbered Air Forces (NAF):

1.6.8.6.1. (Added) Evaluate the management, implementation, and effectiveness of mishap prevention programs at subordinate organizations for all disciplines (follow-up as necessary), and provide guidance and assistance to subordinate organizations.

1.6.8.6.2. (Added) Review mishap reports to ensure accuracy and completeness, and provide unit commander trend analysis data.

1.6.8.6.3. (Added) Compile and forward to AFRC/SEG all open hazard abatement risk assessment codes (RAC) 1, 2, and 3.

1.6.8.6.4. (Added) Compile current training data on subordinate wings and groups safety staff.

1.6.15.7. (Added) Individuals notify their supervisor about any injury or impaired health that occurs off duty that may impair job performance.

2.1.2. To meet the intent of this paragraph, the following applies to AFRC. At AFRC units, full-time Flight Safety Officers (FSO) are not assigned at the wing or squadron level. Normally, the Chief of Safety (COS) is an Air Reserve Technician (ART). Whether the ART is assigned militarily to the COS or the FSO position, they are normally full-time airplane flight instructors with safety duties. In some cases, a traditional reservist is assigned as the COS and an ART assigned as FSO performs COS duties on a full-time basis. The designated COS is responsible for managing the Flight Safety Program. References to FSO in this instruction apply to the COS. Assigned ARTs should complete the FSO (WCIP05C) and COS (WCIP05B) courses. However, completion of a combination of the COS and Aircraft Mishap Investigation Course (AMIC) courses is acceptable. In cases where the COS is a traditional reservist, as a minimum he/she needs to attend the COS course and the designated ART safety officer will meet the training requirements for a full-time COS. AFRC squadron commanders are encouraged to appoint additional-duty FSOs to support squadron level flying safety activities.

2.1.3. Full time GSMs are assigned to positions at AFRC bases according to AFRC manpower standard AFMS 106X. Assigned individuals request the Ground Safety Management Course (WCIP05D) through command channels within 90 days of assignment as GSMs. When weapons safety personnel are not available, the GSM performs the weapons safety function. Those individuals with weapons safety responsibilities complete the ANG Explosive Safety Orientation (ESO) course as a minimum.

2.1.4. Full-time WSMs must complete the Air Education and Training Center Weapons Safety Course and maintain a 5-level equivalency in ground safety.

2.1.9. (Added) Unit Safety Representative (USR). Commanders appoint USRs for AFRC geographically separated units (GSU) without an authorized safety position (1S0X1). If additional safety support is needed, establish a letter of agreement with the supporting GSM. Subordinate unit commanders also appoint USRs. USRs receive collateral duty safety training from knowledgeable safety professionals (such as GSM, Safety Craftsmen or host base safety office at GSU locations). These individuals are also encouraged to attend the ANG Ground Safety Orientation course and Occupational Safety and Health Administration (OSHA) courses, such as OSHA 600, when possible.

2.2.3. (Added) AFRC tenant/associate FSOs and ground/weapons safety craftsmen coordinate unit activities with the base COS/FSO or GSM/WSM as appropriate.

2.2.4. (Added) As much as possible, consolidate mishap prevention programs for tenants under the host.

2.3.7. (Added) AFRC tenant/associate commanders ensure unit participation in base programs (bird/aircraft strike hazard (BASH), midair collision avoidance (MACA), disaster preparedness, base safety councils).

2.4.1. AFRC tenant/associate units on active Air Force installations coordinate vehicular requirements with host office. Each AFRC host safety office will have an assigned vehicle.

2.4.3. Mishap investigation kits are optional for AFRC units.

2.6.1.7. (Added) AFRC bases maintain Life Safety Code Handbook 101 and have access to National Electric Code (NEC) books and 49 Code of Federal Regulation (CFR). The Department of Defense Instructions (DODI) are available on the World Wide Web (WWW).

2.6.2. (Added) AFRC tenant/associates need to maintain only those publications (electronic or otherwise) not readily available and those that specifically apply to the AFRC safety program. AFRC tenant/associates should coordinate access to necessary publications with the host safety office during unit activities.

2.7.3. (Added) AFRC bases forward one copy of the “by law” council’s minutes to HQ AFRC/SEG and one copy to their respective NAF within 30 days of said meeting for review. Tenant/associate units participate in the host councils and forward one copy of the minutes to the appropriate NAF for review. NAF/SEG maintains and disposes copies according to AFMAN 37-139, *Records Disposition Schedule*.

3.1. AFRC associate/tenant safety personnel (full-time or additional duty) coordinate unit inspection requirements with the host safety office.

3.1.2. The frequency of spot inspections is determined locally in writing. Some acceptable means of documentation are electronic, log book, or form.

3.1.4.1. When qualified personnel perform inspections at AFRC associate/tenant units on active Air Force installations, ensure copies of the inspection report are forwarded to the host safety office.

3.2. AFRC/SEG evaluates AFRC NAFs and base safety program management at intervals not exceeding 36 months. AFRC NAFs evaluate their assigned tenant/associate programs within the aforementioned time interval. AFRC host installation flight safety programs are evaluated by HQ AFRC/SE/SEF or by NAF/SE/SEF when approved by AFRC/SE. AFRC tenant and associate unit flight safety programs are normally evaluated by NAF/SE/SEF. AFRC geographically separated units, such as 305th RQS, with safety staffs function as wing level safety staffs for the purpose of this paragraph. These units are normally evaluated by NAF/SE/SEF. If the NAF conducts the evaluation of the host, send AFRC/SE a courtesy copy of the written report.

3.3. Assessments at AFRC bases and tenant locations are performed at intervals not exceeding 36 months; furthermore, these assessments may be completed in conjunction with the annual safety inspection.

3.3.1. GSU commanders ensure a qualified ground safety person performs an assessment of the unit's safety program at intervals not exceeding 36 months.

3.7.1. At AFRC locations, the unit safety office determines how spot inspections are documented. At AFRC tenant/associate locations, coordinate the spot inspections program and findings with the host base.

3.7.2. At AFRC tenant/associate locations, coordinate surveillance with the host base safety office.

4.3.3. AFRC tenant and associate units ensure AF Form 457, **USAF Hazard Report** is processed through the host base safety office. Handle HRs which concern flight safety according to paragraph 7.7 of this supplement.

4.3.4. HRs affecting AFRC tenant’s assets and resulting in assignment of risk assessment codes (RAC) 1, 2, or 3 are reported to AFRC/SE through the appropriate NAF and tracked by the unit until closed.

5.1. As an additional handling restriction, conduct a review of the distribution of privileged mishap messages annually to ensure requirements are valid. AFRC host safety staffs review distribution for the installation. AFRC tenants and associates review distribution within their own units. Refer to AFI 91-204, paragraph 1.15.

5.1.1. When receiving requests for privileged information, notify HQ AFSC/JA according to AFI 91-204, paragraph 1.15.2. Also forward a courtesy copy of the requests to the NAF/JA/SE and AFRC/JA/SE.

5.2.3.4. (Added) AFRC hosts notify all tenants of ALSAFECOM messages received. Tenant/associate unit safety officers notify host of ALSAFECOM messages received.

5.4.1.1. (Added) Conduct periodic (goal monthly, minimum quarterly) flight safety meetings. At least annually, cover the following topics:

5.4.1.1.1. (Added) Access to privileged safety information and handling procedures.

5.4.1.1.2. (Added) BASH.

5.4.1.1.3. (Added) MACA.

5.4.1.1.4. (Added) Hazard reporting.

5.4.1.1.5. (Added) Hazardous Air Traffic Reports.

5.4.6. (Added) Safety bulletin board.

6.2. See paragraph 2.1.9 for USR training requirements. AFRC unit commanders ensure USR receives training within three unit training assemblies (UTA) after appointment.

7.1. Activities, meetings, and areas requiring monitoring or coordination to complete these program requirements should be documented.

7.1.1. AFRC host base units should notify NAF/SE, and AFRC/SEF in writing if deficiencies exist which prevent the implementation of the flight safety program. These issues should be resolved at the local level to the maximum extent practical before being elevated.

7.1.2. Since AFRC tenants do not have a full-time FSO authorization, flight safety responsibilities in this case revert to the host. (ARTs assigned as COS and/or FSO are full-time flight instructors with FSO duties, not full-time FSOs.) AFRC tenant and associate units must notify the host base safety office, NAF/SE, and AFRC/SE, in writing, if deficiencies exist in their host's flight safety program as it pertains to covering the tenant/associate flight safety program. These issues should be resolved at the local level to the maximum extent practical before being elevated.

7.3. Tailor the lists in basic paragraph 7.3 to include only those areas that are applicable to your installation/unit. Tailor self-inspection checklists to cover local concerns. Add items as desired. Deletion of items from the AFRC developed checklists should be coordinated with the NAF/SE/SEF or AFRC/SEF.

7.3.2.11. (Added) For AFRC host units RAPCON/CATCO.

7.3.3.1. For AFRC host and tenant units "Air refueling routes (if the unit has scheduling responsibilities)."

7.4. AFRC host units should include their tenants in the base plans. AFRC tenant/associate units on active Air Force Bases should be incorporated into their local host base plans and will not maintain separate response plans. AFRC bases coordinate interim board activities with the unit disaster control group, other tenants, and the nearest Air Force base safety office. Coordinate agreements with the appropriate AFRC NAF prior to assuming additional responsibilities off base.

7.4.6. AFRC host units normally do not form interim safety investigation boards (SIB) since this is a host or nearest AFB responsibility. Tenant and associate units will not form interim SIBs. All may identify individuals to their host (or nearest AFB) to assist when AFRC assets are involved.

7.5. At AFRC associate locations, monitoring of maintenance areas for continuous quality improvement is primarily a host unit function. Therefore, it is not required for associate units.

7.6. AFRC units are not tasked to conduct interim board member training; however, host AFRC units that desire to maintain interim safety investigation board capability will provide annual training. In this case, coordinate your training curriculum with the NAF/SEF. The intent of this paragraph is to delete unnecessary training requirements for AFRC personnel.

7.6.1. (Added) AFRC units will identify graduates of formal courses (FSO, AMIC, Jet Engine Mishap Investigation Course, and Board President) to the NAF/SE. Update as changes occur and annually by 15 January. NAF/SE consolidates and forwards the NAF list to AFRC/SE NLT 15 February. This formal training meets all AFRC mishap board training requirements. No further training of prospective board members is required by AFRC units.

7.7. AFRC tenant units should investigate hazard reports that are unit specific (that is, for which corrective/preventive actions are internal to the unit). Forward other hazard reports to the host base for processing. Associate units normally forward hazard reports to the host base for processing.

7.9. AFRC host unit FSOs coordinate with tenant FSOs concerning airfield maintenance and major construction projects that may affect tenant operations. AFRC tenant and associate unit FSOs should coordinate with their host FSO concerning airfield maintenance and major construction projects that affect unit operations.

7.10. AFRC tenant/associate units participate in and incorporate their activities into the host MACA program/pamphlet. They will not establish an independent program.

7.11.1.3.1. NAFs maintain and review their host unit BASH plans and Bird Hazard Working Group (BHWG) meeting minutes. NAFs maintain and review their tenant and associate units' respective host base's BASH plans and BHWG meeting minutes to ensure that these units are fully included in their host base BASH program.

7.11.1.3.2. AFRC BASH program compliance may be evaluated in conjunction with the safety management review program.

7.11.1.4.1. AFRC host units include Bird Watch Condition (BWC) declaration procedures, dissemination procedures, actions required by aircrew and dispersion procedures in the AFRC installation BASH Plan. AFRC tenant unit safety offices will, in coordination with their unit's operations group commander (or equivalent), provide command operational requirements (including BWC declaration procedures, dissemination procedures, actions required by aircrew and dispersion procedures) to their host base safety office for inclusion in the installation BASH reduction program.

7.11.1.4.3. AFRC host units may use the operations group commander (or higher) to chair the BHWG. AFRC tenant and associate units will participate in their host BHWG and will not conduct an internal unit BHWG.

7.11.2.1. The AFRC tenant flight safety office (in conjunction with the unit's operations group commander, or equivalent) coordinates with the base safety office to address base support during periods when their host is not flying (such as weekends). Address as a minimum: BWC changes and bird dispersal techniques. Associate unit's FSOs ensure that their unit is included in the host BASH program.

7.11.2.5. (Added) All AFRC flying units ensure a current copy of the installation's BASH plan and all minutes of the installation BHWG meetings are forwarded to the appropriate NAF/SE for review (AFRC tenant/associate units forward a copy of the host's plan and BHWG minutes to NAF).

7.11.3. AFRC host safety offices ensure that installation-based tenant's bird strikes (damaging and non-damaging) are included in the monthly reports forwarded to HQ AFSC. This will exclude the Alert Detachments that are home-based elsewhere. AFRC tenant and associate units will report damaging and non-damaging bird strikes to their host according to AFI 91-204 reporting requirements.

8.1.3. AFRC tenant units comply with the intent of host base requirements where practical.

8.3.2. AFRC tenant/associate units maintain a list of program elements you perform for/in place of the host safety office.

10.10.2. Unit safety personnel ensure that a qualified person conducts weapons safety training. EXCEPTION: Within AFRC the only personnel exempted from annual weapons safety training are those who handle quantity-distance class/division 1.4 in their packaged configuration.

10.10.3. (Added) Missile safety training may be included in weapons safety training if required.

10.10.4. (Added) All personnel who may be dispatched to work on explosives loaded aircraft receive weapons safety training for TO 11A-1-33, Ground Handling and Maintenance of Explosives Loaded Aircraft. This training is required initially and annually thereafter. The training includes how to identify armed aircraft and familiarization of the hazards involved when working explosives loaded aircraft.

10.10.5. (Added) Individuals will not perform maintenance or weapons related duties on explosives loaded aircraft until all weapons training requirements are satisfied.

A4.2. AFRC host units include appropriate contact telephone numbers for the nearest AFB in their plan. AFRC tenant units on AF installations ensure their host installation includes the AFRC tenant information in their plans. AFRC tenants on non-AF installations ensure their host installation includes the AFRC tenant information in their plans. In addition, these tenant units include appropriate contact procedures for the nearest AFB safety office.

Attachment 1

TERMS

(Added) Program Manager--One that is assigned by competent authority to be responsible for and controls the implementation of a program within the confines of a designated area (usually an installation). Others assigned to the program coordinate their activities with that individual, i.e., AFRC ground safety craftsmen, when assigned, coordinates AFRC unit safety requirements with the installation Ground Safety Manager.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander